



Job Posting

Position Title: Early Literacy Curriculum Coordinator

Reports To: Tammy Shelton

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The Early Literacy Curriculum Coordinator is charged with coordinating the content components of the K-5 Tennessee Academic English Language Arts Standards. This person will be responsible for ambitious goals for improvement in student reading achievement as measured on state level assessments in K-5. Additionally, this person will be develop a bold strategy to support strengthening instruction in grades K-5 and increasing the number of students who end third grade on grade level. The Early Literacy Curriculum Coordinator will work with a group of leading educators from across the state to ensure deep understanding of the expectations of the Tennessee Academic Standards in K-5 English Language Arts and inform all aspects of reading content support (including assessment design, standards support, and instructional materials).

Specific Position Responsibilities:

- Provide state and local level support of the Tennessee Academic Standards in K-5 English Language Arts with a focus on foundational literacy in order to strengthen instruction
- Collaborate and weigh-in on review of state academic standards and supporting resources



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- Work closely across divisions to support underserved and special populations
- Work closely with other divisions to ensure strong supports for early literacy from birth through grade 5
- Lead and support the Early Literacy Council
- Coordinate and support the development and dissemination of high-quality, resources and training content in early literacy
- Support and attend all state reading training K-3
- Review and approve all state and regional reading training content for grades K-3
- Spearhead initiative to rethink K-5 early literacy and RTI, training content and supports
- Help shape the agenda for state-wide and regional trainings to support continuous improvement in early literacy
- Work with academic coordinator positions in COREs across the state to support the sharing of best practice
- Collaborate and weigh in on reading grades 2-5 assessment design (including blueprint design, item specs, and item and form review)
- Support LEAs in the selection of reading textbooks and other curricular resources
- Support continuous improvement of reading instructional materials
- Represent the state with reading organizations
- Answer LEA questions related to K-5 reading and K-12 reading intervention.
- Support continuous improvement of reading instructional materials

Qualifications:

- A track record of dramatically improving student achievement in reading
- Evidence of continuous improvement and ongoing learning orientation.
Desire to work with educators from across the state and country to deepen perspective of effective instruction.



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- Strong written and verbal communication skills and a demonstrated ability to communicate complex matters with educators in a clear and empowering manner.
- Experience working with diverse teams successfully.
- Strong organization skills and track record of managing projects to meet deadlines and achieve milestones over time

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Tammy.L.Shelton@tn.gov.

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